



Initial On Site Employee Visit – Process Steps

UMMC will perform the following steps with you:

- ☐ Fingerprinting/background check
- ☐ Take Badge Photo
- ☐ Complete employee health screen

HMP will perform the following steps with you:

- ☐ I-9 completion
- ☐ Data Intake
- ☐ One on One meeting with HMP to review benefits

To complete your I-9 and data intake steps you will do the following:

1. To complete the I9 process, **you will need to bring:**
 - a. Passport
 - b. OR Driver's License **and** Social Security Card
 - c. OR State Identification **and** Social Security Card
2. You will be asked for your **personal email address** so that we can communicate with you and allow you to log in to our system.
3. Your login information will be provided to you.
4. Once you have your login information you can log into the system using the following URL: <https://onboarding.paylocity.com/onboarding/>
5. The company ID is **174843**.
6. The first step is to complete part one of the I9
 - a. Indicate "No" if you are not using a preparer or translator assistance
 - b. Click "Fill out I-9 form" – this will open a new browser window
 - c. When the I-9 is completed, click FINISH, then return to the previous tab
 - d. Wait a few moments for your information to populate from the I-9, the I-9 step will turn green when ready.
7. Click, NEXT TASK
8. Review the Home Contact Information task
 - a. **MAKE SURE TO UPDATE THE PERSONAL EMAIL ADDRESS**

- b. Provide any remaining information, marital status, gender, ethnicity, veteran status
9. Physically show your I-9 identification documents to one of the HMP staff.

Example of I-9 screen in Paylocity:

HMP
Healthier Mississippi People

Welcome Message

13% Complete

1 of 8 Tasks Complete

- I9 Part One**
Incomplete **1**
- Home Contact Info**
Complete **2**
- Direct Deposit**
Incomplete **These steps will be completed later**
- Emergency Contact Info**
Incomplete
- Go Paperless!**
Incomplete
- HMP Handbook and Acknowledgement**
Incomplete
- Withholding Forms Wizard**
Incomplete
- Self Service Profile**
Incomplete
- Summary**

I9 Part One

Please select your eligibility. You must complete this task prior to arriving for your UMMC HR Service Center Appointment.

Complete and Sign I-9 Form

To work in the United States, you are required to fill out Form I-9 with your employer. This task will take you to the form, where you will fill in your employee information and declare your legal status. Once you click Finish in DocuSign and then submit this task, your employer will review your information and fill in Section 2.

⚠ Your employer participates in E-Verify, so you must fill out the Social Security Number (SSN) field on your I-9. Please be sure to complete this field or alert your employer if you don't have one.

For more information, you can visit these government resources.

- [I-9 Instructions from USCIS](#)
- [I-9 Central from USCIS](#)

Completing form with preparer/translator assistance? (required)

Select **A**

☐ Fill Out I-9 Form **B**

Note: Turn off popup blocking on this site to open the I-9 form

C

Example of Home Contact Information Screen in Paylocity

Be sure to update EMAIL address and then scroll down and fill out all of the information.

13% Complete

1 of 8 Tasks Complete

I9 Part One

Incomplete

Home Contact Info

Complete

Direct Deposit

Incomplete

Emergency Contact Info

Incomplete

Go Paperless!

Incomplete

HMP Handbook and Acknowledgement

Incomplete

Withholding Forms Wizard

Incomplete

Self Service Profile

Incomplete

Summary

Home Contact Info

Home Contact Information

Please enter your home address and contact information.

Don't forget to download the paylocity mobile app so once you've finished onboarding you have secure on the go access to review paystubs, request time off and other critical tasks - wherever your new job takes you!

First Name (required)

Wesley

Last Name (required)

Lominick

Prior Last Name

Middle Name

R

Address 1 (required)

Address 2

City (required)

Madison

State (required)

Mississippi

Zip (required)

39110

Country (required)

UNITED STATES

Home Phone

Mobile Phone (required)

(601) 209-6915

Personal Email Address (required)

Birth Date (required)

3/18/1966

Tentative Schedule for On-site Visits – subject to change:

Location: Merit Health Madison Rooms 1112-1119 (HR suites)

Dates/Times:	Monday March 3 rd	6:00 am to 2:30 pm
	Tuesday March 4 th	11:00 am to 7:30 pm
	Wednesday March 5 th	6:00 am to 2:30 pm
	Monday March 17 th	11:00 am to 7:30 pm
	Tuesday March 18 th	6:00 am to 2:30 pm
	Friday March 21 st	9:00 am to 4:00 pm

Expected Duration: 30-45 minutes for preliminary onboarding steps plus additional time as necessary to meet with an HMP representative to review benefits